

~~CONFIDENTIAL~~

INSTRUCTION NO.
LI 5-100-5

ATTACHMENT
LI 5-100-5
GENERAL
1 November 1956

EXTRACTS FROM ADD/S MEMORANDUM DATED 12 SEPTEMBER 1956

1. A certain amount of regulatory proposals appear too lengthy and contain provisions of doubtful value. In some instances, we have questioned the real need to have the proposed regulatory issuances on the books.

2. A proposed issuance which is longer than one page in length (single space) should have a synopsis and a listing of the contents. The synopsis should be a very brief statement of what the proposal prescribes. As a general rule, a section of a proposed issuance entitled "General" is one which can be stated in a synopsis and therefore is unnecessary and repetitious.

3. Some proposed issuances have contained sections on "Definitions" which not only have been previously defined, or are commonly used and understood throughout the Agency, but for the most part, have no real meaning to convey.

4. In many of the proposed issuances, the sections on "Responsibilities" have been consistently too lengthy. In fact, there has been a need for a "responsibilities section" in only a few instances. The general functions of the various DD/S offices have already been defined in [REDACTED] and the detailed responsibilities for carrying out a specific policy should not be stated in the proposals.

5. I have recommended in several instances that the "Procedures" sections be stated in a handbook. A regulation is not the medium to show detailed procedures, especially when it pertains to a technical matter or to a subject which is of interest only to a special group. The only reason for stating procedures in a regulation would be in instances where basic procedural materials are essential for carrying out a policy.

6. There have been a number of proposed notices submitted containing policy and procedural matters which were returned to the initiators with the request to incorporate the material in regulation form. Ordinarily, a notice should only contain transitory material of a noncontinuing nature and should not state material which is continuing or permanent.

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